Microsoft Office 365 is a suite of applications designed to help with productivity and completing common tasks on a computer. Two often used Office applications are Word and Excel. Northwestern students, faculty, and staff can [download Microsoft 365](#) free of charge. If you have issues with downloading Microsoft 365, please write to consultant@northwestern.edu.

[Log into Microsoft 365](#) to access Word, Excel, and other programs. See Install Apps at the top right side of the screen. OneDrive is cloud storage.

1. **Word** is a word processing software used for creating a variety of documents.
    a. [Get Started with Word](#)
        i. See left-hand navigation bar for more step-by-step instructions.
    b. Got questions? Go to the [Word support center](#)
2. Excel is a very commonly used spreadsheet software.
    a. [Get Started with Excel](#)
        i. See left-hand navigation bar for more step-by-step instructions
    b. Got questions? Go to the [Excel support center](#).

Use the [Microsoft Office 365 training library webpage](#) for instructions on how to use any other Microsoft applications, like **Outlook**, **PowerPoint**, or **OneDrive**.

Google Workspace is a similar suite of applications designed to help with computer tasks. Google Docs and Google Drive are two widely used applications. Northwestern students can [access their Google Workspace](#) by using their Northwestern email address. You probably activated your G Suite account as part of your NetID activation process. Otherwise, you can activate it at https://umail.northwestern.edu/activate.

1. Google **Docs** is a word processing application used for creating a variety of documents
    a. [Get Started with Google Docs](#)
    b. Got questions? Go to the [Google Docs support center](#)
2. Google **Drive** is an online storage platform where users can store files and access Google Docs and other applications.
    a. [Get started with Google Drive](#)
    b. Got questions? Go to the [Google drive support center](#)

Use the [Google Training Center](#) for instructions on how to use any other Google applications, like **Gmail**, **Slides,** or **Sheets.**